Manager Self Service

Task	Steps
Getting Started and Logging Off	• Log onto BEACON SAP portal at **https://mybeacon.nc.gov** using your **NCID log-on** ID and password (obtained through your agency). • When you have finished using BEACON, click the **Log Off** link at the top right of the screen.
Monitoring Your Employees' Important Dates and Deadlines	• From the BEACON SAP portal, click the **My Staff (MSS)** tab. • In the left panel, click **My Work Overview**. • Click an event in the **Reminder of Dates** panel to view more details. • **Note**: Since the list of events is automatically generated by the system, you cannot add or change events.

Viewing Your Team Calendar	• From the BEACON SAP portal, click the **My Staff (MSS)** tab.
	• In the left panel, click the arrow next to **My Team**, then the arrow next to **Employee Working Times**, and then **Team Calendar**.
	• The current month displays using a color code for types of absences.
	  ▪ **Blue – Absent**
	    Scheduled absence or approved leave
	  ▪ **Light Blue – Multiple Entries**
	    Pending leave request of more than one absence type on one day, such as two hours of sick leave and one hour of comp time
	  ▪ **Pink – Sent**
	    Pending leave request
	  ▪ **Red – Deletion Requested**
	    Rejected leave request which the employee will need to delete or resubmit
	• To view other calendar months or employee types, click the arrows next to the **Display Data** dropdown boxes, make a new selection, and click the **Go** button.

Finding Basic Information About Your Employees	• From the BEACON SAP portal, click the **My Staff (MSS)** tab. • In the left panel, click the arrow next to **My Team**, then **Employee Information**. • On the **Employee Information** screen you will find four primary sections: Employee Search, General Data, Monitoring of Tasks, and Company Property. • Click the name of an employee in the **Employee Search** for more information.

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Task	Steps
Viewing and Approving Leave Requests	- From the BEACON SAP portal, click the **My Staff (MSS)** tab. - In the left panel, click **My Work Overview**. - Check the **Tasks** section of the Universal Worklist for leave requests from your employees. - Select a task (leave request) to view its details. The details will display in the panel below. - In the left panel, click the arrow next to **My Team**, then the arrow next to **Employee Working Times**, and then **Leave Request: Approval.** - The **Display and Edit** screen displays a list of leave requests submitted by your employees. - Select the box to the left of the **Date of Request** column for the request you want to process. - Review the details displayed and click either the **Approve** or **Reject** button. - On the next screen, enter a note to the requestor, if desired, and click the **Review** button to move to the **Review and Send** page. - Click the **Approve Request** (or **Reject Request**, when appropriate) button. - Click the **Approve Another Absence** link to repeat the process for another request if necessary or the **Log Off** link to exit.
Approving Time Sheets	- From the BEACON SAP portal, click the **My Staff (MSS)** tab. - In the left panel, click the arrow next to **My Team**, then the arrow next to **Employee Working Times**, and then **Approve Time Sheet Data.** - The **Collective Approval** screen displays all unapproved time submitted by your employees. - Click the **View** dropdown box arrow to view employee time by day or week, and with or without charge objects (unique codes for employees paid through special funds, grants, or programs). - Click the arrows in the **Approval** column to choose one of the following actions: **Approve All** – Use to approve all time entries for an employee. **Reject All** – Use to reject all time entries for an employee. Employees will see the rejected entries when they next record their time or notify employees if you want them to re-submit their rejected time promptly.

Manager Self Service

Task	Steps
	▪ **Resubmit All** – Use to hold entries by that employee in the Approve Working Times list until you are ready to process them. • After selecting an option in the **Approval** column for all entries, click the **Review** button. • The **Review and Save** page displays. **Rejected Working Times** and **Approved Working Times** are displayed in separate tables. • Review the data and click the **Save** button at the bottom of the screen. • The **Completed** page displays. Click the **Approve Additional Working Times** link to repeat the process if necessary or the **Log Off** link to exit.
Getting Help	**Print References:** 　▪ **Time Administration Quick Reference Guide** 　On following pages and available through BEACON Help at: 　http://help.mybeacon.nc.gov/beaconhelp/Human_Resources/Time/Job_Aids/pdf_Time_Admin_Quick_Reference_Guide.pdf 　▪ **BEACON Attendance/Absence Types Overview** 　On final page and available through BEACON Help at: 　http://www.beacon.nc.gov/resources/Absence_Attendance_Types_Defined_FINAL.pdf **Phone Help** through **BEST Shared Services**: 　▪ Raleigh Area: 919-707-0707 　▪ Statewide: 866-NCBEST4U (866-622-3784) **Online Help**: 　▪ Click on Help from any screen. 　▪ E-mail BEST Shared Services: best@ncosc.net.

Time Administration Quick Reference Guide

BEACON Attendance/Absence (A/A) Types

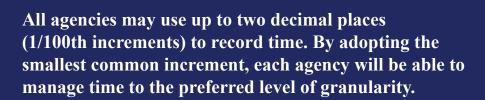| A/A Types	Description	A/A Types	Description
9000	Approved Leave	9517	On-Call
9200	Sick Leave	9540	Other Management Approved Leave
9300	Holiday Leave	9545	Adverse Weather
9400	Leave Without Pay	9550	Civil Leave – Jury Duty
9500	Time Worked	9560	Community Service Leave
9510	Additional Time Worked	9565	Community Service Tutoring
9511	Remote Callback	9570	Educational Leave
9512	Adverse Weather Make-Up	9620	Military Training Leave
9514	Work During Emergency Closing	9680	Worker's Comp Leave
9515	Travel Time 1X	9685	Injury Leave
9516	Callback		

Transactions

Description	T-Code	Description	T-Code
Enter Time	CAT2	Substitutions	PA61
Display Time	CAT3	Quota Overview	PT50
Display Working Times	CATS_DA	Time Evaluation Errors	PT_ERL00
Display Time Data	PA51	Time Statement	ZNCTIME

Leave Hierarchy – Approved Leave

1. Holiday Comp → 2. OT Comp → 3. On-Call Comp → 4. Travel Comp → 5. Vacation → 6. Bonus Leave → 7. Advanced Leave

All agencies may use up to two decimal places (1/100th increments) to record time. By adopting the smallest common increment, each agency will be able to manage time to the preferred level of granularity.

BEACON Minutes/Decimals Conversion for Time Entry

Minutes	Decimals	Minutes	Decimals	Minutes	Decimals	Minutes	Decimals
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.3	33	0.55	48	0.8
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.1	21	0.35	36	0.6	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.4	39	0.65	54	0.9
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.2	27	0.45	42	0.7	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.5	45	0.75	60	1

Daily Work Schedules for Substitutions

Day Schedules		Evening Premium		Night Premium	
1D08	8 Hours	1E08	8 Hours	1N08	8 Hours
1D09	9 Hours	1E09	9 Hours	1N09	9 Hours
1D10	10 Hours	1E10	10 Hours	1N10	10 Hours
1D12	12 Hours	1E12	12 Hours	1N12	12 Hours
1D43	12.25 Hours			1N43	12.25 Hours

For Assistance

1. Go to BEACON on line help at http://help.mybeacon.nc.gov/beaconhelp/
2. Use BEST Shared Service Center:
   - Phone: 919-707-0707
        1-866-NCBEST4U (outside Raleigh)
   - Fax: 919-855-6861
   - email: best@ncosc.net

BEACON Attendance/Absence Types Overview

A/A Types	Description	A/A Types	Description
9000	Approved Leave	9517	On-Call
9200	Sick Leave	9540	Other Mgmt. Approved Leave
9300	Holiday Leave	9545	Adverse Weather
9400	Leave Without Pay	9547	Communicable Disease
9500	Time Worked	9550	Civil Leave - Jury Duty
9510	Additional Time Worked	9560	Community Service Leave
9511	Remote Callback	9565	Community Service - Tutoring
9512	Adverse Weather Make-Up	9570	Educational Leave
9513	Communicable Disease Make-Up	9620	Military Training Leave
9514	Work During Emergency Closing	9630	Military Active Duty
9515	Travel Time 1X	9680	Injury Absence WC
9516	Callback	9685	Injury Leave

A/A Type — Description

9000 (Approved Leave)
Use this code to reflect a normal absence. This code will deduct from the employee's leave balances in the following order: **Holiday Comp, OT Comp, On Call Comp, Travel Comp, Vacation, Bonus Leave, Advanced Leave**.

9200 (Sick Leave)
Use this code to reflect an absence due to illness. It will deduct from an employee's **Sick Leave** quota, then received **Shared Leave** and **Advanced Sick Leave**, if those are available to the employee.

9300 (Holiday Leave)
Positive Time employees should record 9300 in the 30 days prior to a holiday, on the holiday, or 30 days following a holiday, to designate a holiday absence. Note: Time worked on a holiday will automatically reduce the Holiday Quota by the number of hours worked, up to 8 hours, and apply those hours to the Holiday Comp quota. Employees using Holiday Comp (not Holiday Leave) should use the 9000 code. Negative Time employees do not record 9300.

9400 (Leave without Pay)
Use this code to reflect an unpaid absence. This will result in docking of pay for the number of hours recorded.

9500 (Time Worked)
Use this code to record hours worked including regular hours, additional hours and time worked on a holiday.

9510 (Additional Time Worked)
Restricted to use by certain medical classes to record hours worked beyond regularly scheduled hours.

9511 (Remote Call Back)
Use this code to reflect the actual amount of time worked remotely. Do not add time to meet the 30 minute minimum, just actual time worked. If less than 30 minutes, the difference will be computed and added to the employee's pay automatically.

9512 (Adverse Weather Make-up)
Use this code to reflect hours worked specifically to pay back an adverse weather liability. Hours of 9500 in excess of the employee's work schedule in an OT period will also pay back an outstanding liability.

BEACON Attendance/Absence Types Overview

9513 (Comm. Disease Make-up) — Use this code to reflect hours worked specifically to pay back a Comm. Disease Absence liability.

9514 (Work during Emerg Closing) — Results in hour for hour comp time for hours worked during a designated emergency. Management will designate when this code applies.

9515 (Travel Time 1X) — Results in hour for hour comp time in accordance with state policy.

9516 (Callback) — Use this code to reflect the actual amount of time worked, **if eligible for Callback**. Do not add time to reach the 2 hour minimum, just actual time worked. If less than 2 hours, the difference will be computed and added to the employee's pay automatically.

9517 (On-Call) — Use this code to reflect time spent **On-Call, but not at work**. On-Call hours are accrued as Comp Time or paid at the On-Call rate specified for the position. Employee must be On-Call eligible.

9540 (Other Mgmt Approved Leave) — This code is only to be used with the explicit consent of management to reflect time paid, not worked under a limited set of circumstances.

9545 (Adverse Weather) — Use this code to reflect time off during an Adverse Weather event. Using this code will result in a liability being generated from the employee to the State for hours the employee must make-up in the next 365 days. Employees that do not satisfy their liability in one year will be required to forfeit leave or be docked.

9547 (Communicable Disease) — Use this code to reflect a Communicable Disease absence in accordance with the Communicable Disease policy. Use only with explicit management consent.

9550 (Civil Leave - Jury Duty) — Use this code to reflect an absence for Jury Duty.

9560 (Community Service Leave) — Use this code to reflect an absence for Community Service. May be used in full day increments, not to exceed 24 hours in a year.

9565 (Community Srvc-Tutoring) — Use this code to reflect a Community Service absence for Tutoring. May only be used in 1 hour increments, not to exceed 36 hours per year. Employees may have Community Service, or Community Service for Tutoring, not both.

9570 (Educational Leave) — Use this code to reflect an absence for **Approved Educational Purposes**.

9620 (Military Training Leave) — Use this code to reflect an absence for **Military Training**.

9630 (Military Active Duty) — Use this code to reflect the first 30 days of leave for an **employee that has been called to Active Duty**.

9680 (Injury Absence WC) — Use this code to reflect an absence to attend to medical matters related to an on-going workers comp case. (i.e., Doctor/PT appointments when employee has returned to work.)

9685 (Injury Leave) — Use this code to reflect an absence due to injury on the job for law enforcement, teachers and custody officers before the matter has been turned over for Workers Comp.